



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
ACCOUNTING MANAGER
FINANCE DEPARTMENT

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for the overall administration and coordination of the Accounting Division in the Department of Finance. Reports to the Finance Director.

ESSENTIAL JOB FUNCTIONS

Coordinates activities of financial accounting section by providing guidance with regard to accounting functions, monitoring customer service delivery, recommending improvements to policies, procedures, and systems, and reviewing external and internal financial reports and work products of staff. Responsible for the effective supervision and administration of the Accounting Division including selection, training, performance management, employee relations, prioritizing and assigning work and related activities.

Manages the external audit, reviews and prepares work papers and schedules for the City Comprehensive Annual Financial Report (CAFR); produces and distributes the CAFR and external and internal financial reports. Analyzes and recommends redesigned processes, policies, procedures and internal controls; responds to internal or external audit suggestions for enhancements to internal controls, and participates in citywide training of impacted personnel.

Oversees proper maintenance of the financial accounting system; reviews disbursement of monies and control of expenditures to ensure budget appropriations are not exceeded; monitors accounting of City's long term debt, debt service program, grants accounting, and the City's fixed assets.

Implements and monitors all new financial accounting and reporting standards by assessing the impact on financial accounting operations and reporting, ensures all impacted city personnel receive training and guidance, recommending changes to accounting systems, and ensuring compliance of external auditors.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Accounting Management - Thorough knowledge of governmental accounting principles, methods and practices; Generally Accepted Accounting Practices (GAAP); and Generally Accepted Government Auditing Standards (GAGAS). Thorough knowledge of Governmental Accounting Standard Board (GASB) requirements. General knowledge of Federal, State and Local laws and regulations governing the receipt, custody and expenditure of public funds. General knowledge of public administration, grant administration, contract law, and actuarial reports relating to Pension, OPEB, Workers Compensation and general liability claims.
- Supervision - Thorough knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff. General knowledge of personnel recruitment, selection, and the use of personnel information systems. Monitors and assesses performance of staff in the organization to make improvements or take corrective action.
- Customer Service - Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Technology - Knowledge of current trends and practices related to the use of technology in Accounting, Payroll, Benefits and Pension activities.

REQUIRED SKILLS

- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situations and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation. Applies general rules to specific problems to produce answers that make sense. Combines pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Judgment and Decision Making - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships - Maintains high morale among all department employees. Shares knowledge with supervisors and staff for mutual and departmental benefit. Develops and maintains cooperative and professional relationships with employees, managers in other departments, representatives from organizations, and the general public. Tactfully and effectively handles requests, suggestions and complaints from other departments and person.

REQUIRED ABILITIES

- Accounting - Ability to perform complex arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data. Ability to analyze and evaluate complex financial data, internal controls and operational systems and procedures.
- Communication - Excellent ability to effectively communicate complex ideas and proposals to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of financial issues with tact and diplomacy and in a confidential manner.
- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the

completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Business, Finance, Math, Statistics, Actuarial Science, Public Administration or a closely related field and 5-7 years of increasingly responsible accounting experience or an equivalent combination of education and experience, including 2-3 years of supervisory experience.

Designation as a Certified Public Accountant (CPA) is preferred.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.